

KAVYA



Summary

I am hardworking and deticated individual with experience in customer service and administration.

Education

- Bachelor of arts and science-university of madras(2014-2019)

Work experience

- customer service representative-ASD inc
june 2014-may 2019
 - answered customer queries
 - resolved customer complitants
 - maintained customers records
- adminstrative assistant-red crop
june 2022-2024

- assisted meetings
- managed incoming and outgoing mail
- prepared reports

skills

- customer service:7
- microsoft office suite:9
- organizational skill:9

Awards and certificates

- employee of the month-ADF inc.(may 2019)

others

[Contact Me](#)

@ 2018 gandlaf